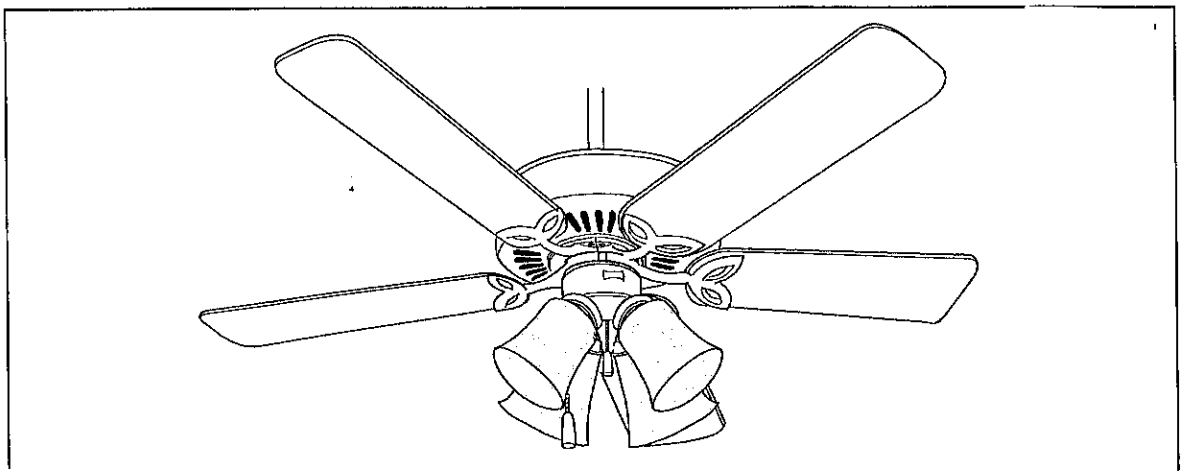
READ AND SAVE THESE INSTRUCTIONS



⚠ WARNING

WARNING: To avoid fire, shock, and serious personal injury, follow these instructions.

Safety Instructions

1. Read your owner's manual carefully and keep it for future reference.
2. Before servicing or cleaning unit, switch power off at service panel and lock service panel disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a warning device, such as a tag, to the service panel.
3. Be careful of the fan and blades when cleaning, painting, or working near the fan. Always turn off the power to the ceiling fan before servicing.
4. Do not put anything into the fan blades while they are turning.
5. Do not operate reversing switch until fan blades have come to a complete stop.

Additional Safety Instructions for Installation

1. To avoid possible shock, be sure electricity is turned off at the fuse box before wiring, and do not operate fan without blades.
2. All wiring must be in accordance with the National Electrical Code, "ANSI/NFPA 70-2008" and Local Electrical Codes. Use the National Electrical Code if Local Codes do not exist. The ceiling fan must be grounded as a precaution against possible electrical shock. Electrical installation should be made or approved by a licensed electrician.
3. The outlet box and joist must be securely mounted and capable of reliably supporting at least 50 pounds. Use only U.L. outlet boxes listed as "Acceptable for Fan Support", and use the mounting screws provided with the outlet box. Most outlet boxes commonly used for support of light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.
4. The downrod furnished with the fan proves the minimum recommended floor to fan blade clearance for an 8 foot ceiling.
5. The fan must be mounted with the fan blades at least 7 feet from the floor to prevent accidental contact with the fan blades.
6. Follow the recommended instructions for the proper method of wiring your ceiling fan. If you do not know enough about electrical wiring, have your fan installed by a licensed electrician.

NOTE: The CF711 fan is suitable for use with solid-state speed controls.

WARNING: To avoid fire, shock or injury, do not use an Emerson or any other brand of control not specifically approved for this fan.

WARNING: This product is designed to use only those parts supplied with this product and/or any accessories designated specifically for use this product by Emerson Electric Co. could result in personal injury or property damage.

WARNING: To Reduce the risk of personal injury, do not bend the blade flange when installing the blade flanges, balancing the blades or cleaning the fan. Do not insert foreign objects in between rotating fan blades.

WARNING: To reduce the risk of electrical shock, this fan must be installed with an isolating wall control/switch.

DATE CODE: _____

The date code of this fan may be found on the box, stamped in ink on a white label.

You should record this data above and keep it in a safe place for future use.

This Manual is Designed to Make it as Easy as Possible for You to Assemble, Install, Operate and Maintain Your Ceiling Fan

Tools Needed for Assembly

One Phillips head screwdriver
One 1/4" blade screwdriver
Three wire connectors (supplied).
Four 13W E26 medium base bulbs CFL (CF711)
Three 13W E26 medium base bulbs CFL (CF710)
One stepladder
One wire stripper

MATERIALS

Wiring outlet box and box connectors must be of type required by the local code. The minimum wire would be a 3-conductor (2-wire with ground) of the following size:

Installed Wire Length	Wire Size A.W.G.
Up to 50 ft.	14
50-100 ft.	12

⚠ WARNING

Before assembling your ceiling fan, refer to section on proper method of wiring your fan (page 6). If you feel you do not have enough wiring knowledge or experience, have your fan installed by a licensed electrician.

Unpacking Instructions

For your convenience, check-off boxes are provided next to each step. As each step is completed, place a check mark in the box. This will insure that all steps have been completed and will be helpful in finding your place should you be interrupted.

⚠ WARNING

Do not install or use fan if any part is damaged or missing.

⚠ WARNING

This product is designed to use only those parts supplied with this product and/or any accessories designated specifically for use with this product by Emerson Electric Co. Substitution of parts or accessories not designated for use with this product by Emerson Electric Co. could result in personal injury or property damage.

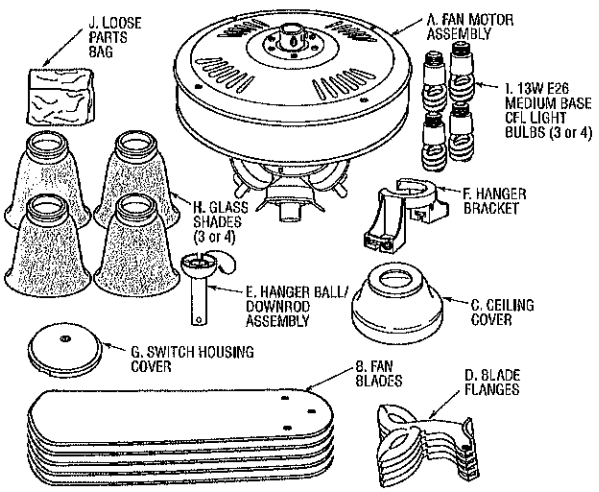
☐ **1.** Check to see that you have received the following parts:

NOTE: If you are uncertain of part description, refer to exploded view illustration.

a. Fan motor assembly
b. Five fan blades
c. One ceiling cover
d. Five blade flanges
e. One hanger ball/downrod assembly
f. One hanger bracket
g. One switch housing cover
h. Glass shades (3 or 4)
i. 13W E26 Medium Base CFL (3 or 4)
j. One loose parts bag containing:
   1. Sixteen M5 x 6 washer head blade screws
   2. One rubber gasket
   3. Two wood pendants
   4. Two couplings
   5. Three wire connectors
   6. One clevis pin
   7. One hairpin clip
   8. One Phillips round head flange screw

NOTE: Place the parts from the loose parts bags in a small container to keep them from being lost. If any parts are missing, contact your local retailer or catalog outlet for replacement before proceeding.

☐ **2.** Remove the fan housing assembly from the protective plastic bag. Turn the upper styrofoam pad over and carefully place the fan motor assembly into the recess in the pad with the top of the motor facing up.


J. LOOSE PARTS BAG
A. FAN MOTOR ASSEMBLY
I. 13W E26 MEDIUM BASE CFL LIGHT BULBS (3 or 4)
F. HANGER BRACKET
H. GLASS SHADES (3 or 4)
E. HANGER BALL/ DOWNROD ASSEMBLY
C. CEILING COVER
G. SWITCH HOUSING COVER
B. FAN BLADES
D. BLADE FLANGES

IMPORTANT

Your ceiling fan is designed to be installed either in the standard manner, or in the close-to-the-ceiling manner. Using the standard method, the hanger ball/downrod assembly will suspend the fan several inches below the ceiling cover. Using the close-to-the-ceiling method, the ceiling cover installs directly on the fan motor housing, thus mounting the fan 3-1/2 inches closer to the ceiling than the standard method. In no case should the fan blades be lower than seven feet above the floor. Depending on your desired mounting method, proceed to "INSTALLING HANGER BALL/DOWNROD ASSEMBLY" for standard mounting, or to "INSTALLING CEILING COVER ON FAN MOTOR HOUSING" for close-to-the-ceiling mounting.

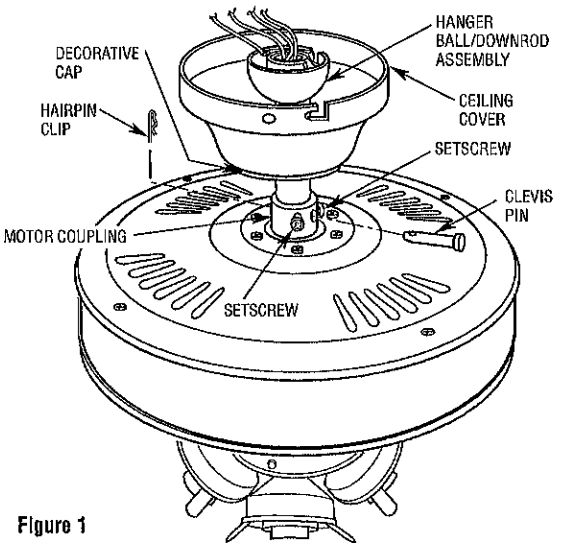


Figure 1

Installing The Hanger Ball/Downrod Assembly

(For Standard Mounting)

☐ 1. Pass the 42" motor leads through the opening in the ceiling cover. Be sure the cover is oriented correctly.

☐ 2. Separate, untwist and unkink the three motor leads. Route the motor leads through the hanger ball/downrod assembly.

☐ 3. Loosen the two setscrews in the motor coupling. Align the clevis pin holes in the downrod with the holes in the motor coupling. Install the clevis pin and secure with the hairpin clip (Figure 1). The clevis pin must go through the holes in the motor coupling and the holes in the downrod. Be sure to push the straight leg of the hairpin clip through the hole near the end of the clevis pin until the curved portion of the hairpin clip snaps around the clevis pin. The hairpin clip must be properly installed to prevent the clevis pin from working loose. Pull on the hanger ball to make sure the clevis pin is properly installed.

⚠ WARNING

It is critical that the clevis pin in the motor coupling is properly installed and the setscrews securely tightened. Failure to verify that the pin and setscrews are properly installed could result in the fan falling.

☐ 4. While pulling up on the hanger ball, securely tighten the two setscrews in the motor coupling (Figure 1).

NOTE: The setscrews must be properly installed as described above, or fan wobble could result.

☐ 5. The fan comes with blue, black and white leads that are 42" long. Measure up approximately 6 to 9-inches above top of hanger ball/downrod assembly. Cut off excess leads and strip back insulation 1/2-inch from end of leads.

Installing The Ceiling Cover On The Fan Motor Housing

(For Close-to-the-Ceiling Mounting)

☐ 1. Remove and retain three screws from the top of the motor housing (Figure 2A).

☐ 2. Position the rubber gasket (supplied in parts bag) on the motor housing (small holes in gasket centered over the screw holes in the housing) (Figure 2B).

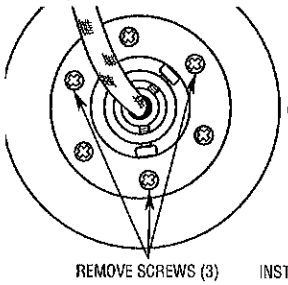


Figure 2A

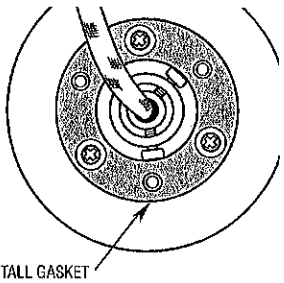


Figure 2B

☐ 3. Gently pry the decorative cap (Figure 1) from the ceiling cover. Align the holes in the ceiling cover with the holes in the motor housing and secure using the three screws (Figure 3).

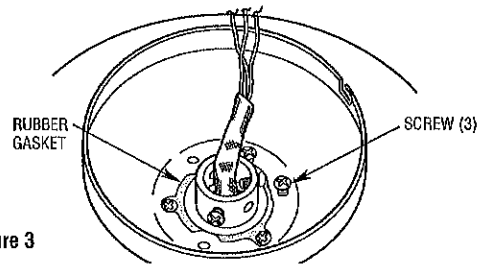


Figure 3

☐ 4. The fan comes with blue, black and white leads that are 42" long. Measure up approximately 6 to 9-inches above the motor coupling. Cut off excess leads and strip back insulation 1/2-inch from ends of leads.

Installing The Hanger Bracket

⚠ WARNING

The fan must be hung with at least 7' of clearance from floor to blades (Figure 4).

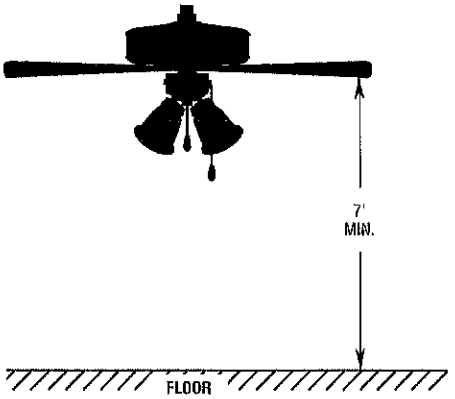


Figure 4

⚠ WARNING

The outlet box and joist must be securely mounted and capable of supporting at least 50 lbs. Use only a U.L. outlet box listed as "Acceptable for Fan Support".

☐ 1. Unscrew (but do not remove) the two mounting screws in the outlet box (Figure 5). Position the hanger bracket on the outlet box so that the T-slots in the hanger bracket are aligned with the outlet box screws.

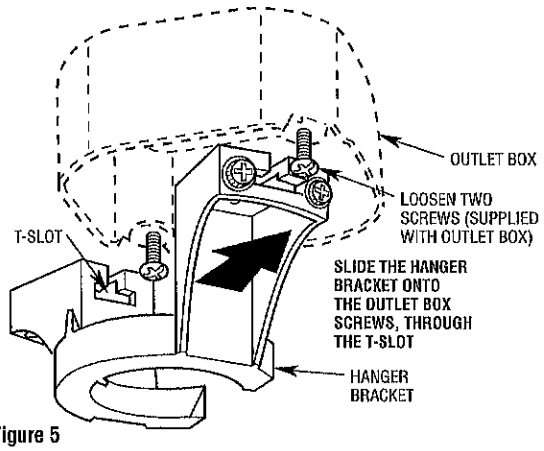

OUTLET BOX
LOOSEN TWO SCREWS (SUPPLIED WITH OUTLET BOX)
T-SLOT
SLIDE THE HANGER BRACKET ONTO THE OUTLET BOX SCREWS, THROUGH THE T-SLOT
HANGER BRACKET

Figure 5

⚠ WARNING

To reduce the risk of fire, electrical shock, or personal injury, mount fan to outlet box marked "Acceptable for Fan Support", and use screws supplied with outlet box. Most outlet boxes commonly used for support of light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.

NOTE: The hanger bracket must be mounted flush with the ceiling in order for the ceiling cover to install properly. If necessary, use leveling washers (not supplied) between the outlet box and the hanger bracket.

☐ 2. Slide the hanger bracket onto the outlet box screws. Center the bracket over the outlet box and then securely tighten the screws (Figure 6).

⚠ WARNING

Hanger bracket must seat firmly against outlet box. If the outlet box is recessed, use leveling washers between the hanger bracket and the outlet box until the bracket is flush with the ceiling. If bracket and/or outlet box are not securely attached, the fan could wobble or fall.

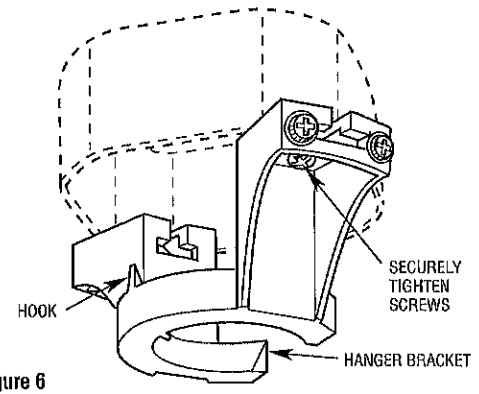


Figure 6

Hanging The Ceiling Fan
(Standard Method Using Hanger Ball/Downrod)

☐ 1. Carefully lift the fan assembly and seat the hanger ball in the hanger bracket (Figure 7). The tab on the hanger bracket must seat in the groove in the hanger ball.

⚠ WARNING

Failure to seat tab in groove could cause damage to electrical wires and possible shock or fire hazard.

⚠ WARNING

To avoid fire or shock, do not pinch wires between the hanger ball/downrod assembly and hanger bracket.

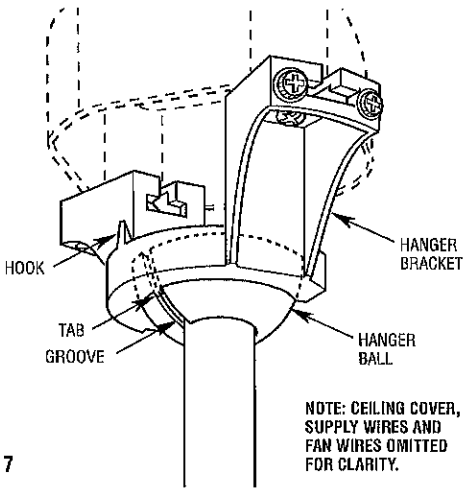


Figure 7

Hanging The Ceiling Fan

(Close-to-the-Ceiling Method with Ceiling Cover Installed on the Motor Housing)

☐ 1. Carefully lift the fan assembly up to the hanger bracket. Pass the hook on the hanger bracket (Figure 7) through one of the screw holes (not the slots) in the ceiling cover (Figure 8). The hook must pass from the inside of the ceiling cover to the outside. The hook will hold the fan assembly while connecting the wiring.

⚠ WARNING

The hook must pass through the screw hole in the ceiling cover from the inside to the outside. Any other hanging method may cause the hook to break and the fan to fall.

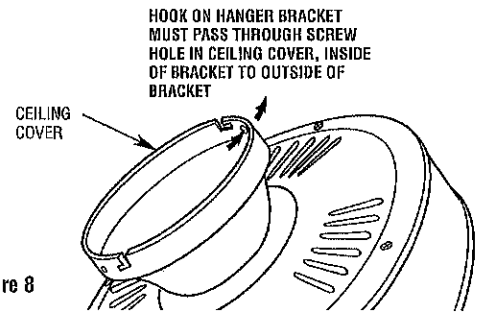

HOOK ON HANGER BRACKET MUST PASS THROUGH SCREW HOLE IN CEILING COVER, INSIDE OF BRACKET TO OUTSIDE OF BRACKET
CEILING COVER

Figure 8

Electrical Requirements

Your new ceiling fan will require a grounded electrical supply line of 120 volts AC, 60 Hz, 15 amp circuit.

The outlet box must be securely anchored and capable of withstanding a load of at least 50 pounds.

⚠ WARNING

To reduce the risk of fire, electrical shock, or personal injury, mount fan to outlet box marked "Acceptable for Fan Support", and use screws supplied with outlet box. Most outlet boxes commonly used for support of light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.

If your fan is to replace an existing ceiling light fixture, turn electricity off at the main fuse box at this time and remove the existing light fixture.

⚠ WARNING

Turning off wall switch is not sufficient. To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring. All wiring must be in accordance with National and Local Codes and the ceiling fan must be properly grounded as a precaution against possible electrical shock.

⚠ WARNING

To avoid possible fire or shock, do not pinch wires between the hanger ball/downrod assembly and hanger bracket.

Wiring The Ceiling Fan

If you feel that you do not have enough electrical wiring knowledge or experience, have your fan installed by a licensed electrician.

⚠ WARNING

To avoid possible electrical shock, be sure electricity is turned off at the main fuse box before wiring.

NOTE: If you are not sure if the outlet box is grounded, contact a licensed electrician for advice, as it must be grounded for safe operation.

☐ 1. Connect the green grounding lead from the hanger ball and the green grounding lead from the hanger bracket to the grounding conductor of supply (this may be a bare wire or wire with green colored insulation) (Figure 9). Securely connect wires using wire connectors supplied.

NOTE: When wiring the ceiling fan for close-to-the-ceiling mounting, there will be no green grounding lead from the hanger ball.

☐ 2. Securely connect the fan motor white wire to the supply white (neutral) wire using wire connector supplied (Figure 9). Securely connect the fan motor black wire and blue wire to the supply black (hot) wire using wire connector supplied (Figure 9). After connections have been made, turn leads upward and carefully push leads into the outlet box, with the white and green leads on one side of the outlet box and the black and blue leads on the other side of the outlet box.

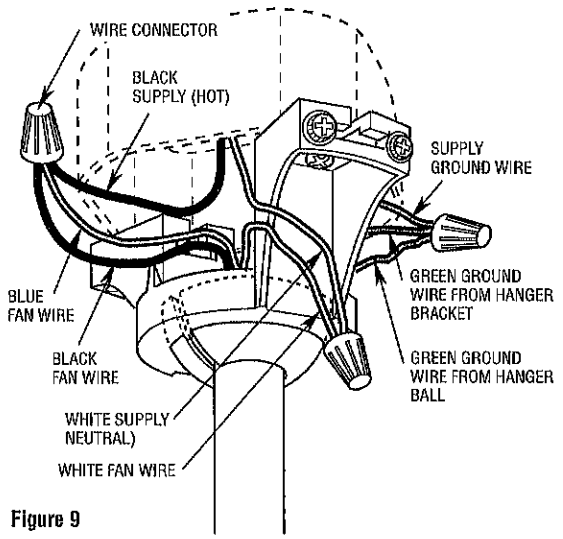


Figure 9

⚠ WARNING

Check to see that all connections are tight, including ground, and that no bare wire is visible at the wire connectors, except for the ground wire. Do not operate fan until blades are in place. Noise and fan damage could result.

Installing The Ceiling Cover

☐ 1. Remove the left screw and lockwasher from each side of the hanger bracket (Figure 10) and loosen the other two screws.

NOTE: When installing the ceiling fan using the close-to-the-ceiling method, carefully lift the fan assembly from the hook on the hanger bracket and proceed as follows.

☐ 2. Lift the ceiling cover up to the hanger bracket. Engage the slots in the ceiling cover with the loosened screws in the bracket and turn the cover counterclockwise (Figure 10). Be sure that the lockwashers are between the screw heads and the ceiling cover.

☐ 3. Install the other two screws and lockwashers; tighten all screws securely.

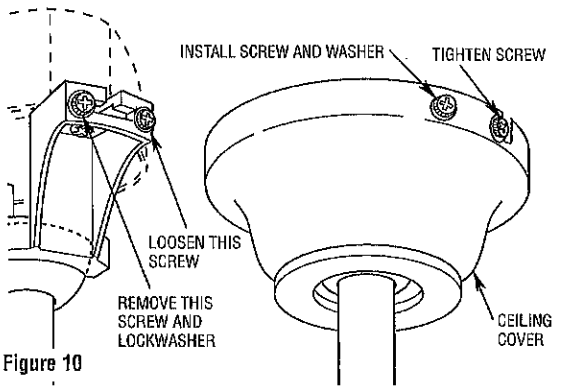


Figure 10

⚠ WARNING

To avoid possible fire or shock, make sure that the electrical wires are completely inside the outlet box and not pinched between the ceiling cover and the ceiling.

☐ 4. Cut the speed control switch pull chain and the light switch pull chain to the desired lengths. Connect the wood pendants (supplied) to the pull chains by sliding the pendants (small hole first) onto the pull chains. Then attach the chain couplings (supplied) to the end of the chains and allow the pendants to fall down over the couplings.

Installing The Fan Blades

⚠ WARNING

To reduce the risk of personal injury, do not bend the blade flanges when installing the flanges, balancing the blades, or cleaning the fan. Do not insert foreign objects between rotating fan blades.

☐ 1. Make sure the three rubber grommets are firmly seated on each of the blade flanges. Then mount the blade flanges to the fan blades using three M5 x 6 washer head blade screws per blade (Figure 11).

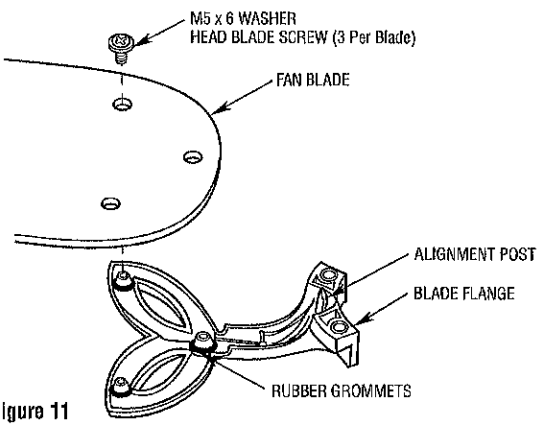


Figure 11

☐ 2. Mount one blade assembly to the motor hub by mating the alignment post (Figure 11) of the flange with one of the alignment slots in the motor hub (Figure 12). Then tighten the two captive screws in the flange to secure the flange to the motor hub. Repeat this procedure for the other four blade assemblies. Make sure all screws are tightened.

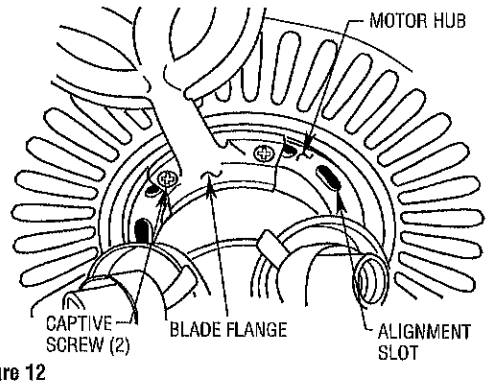


Figure 12

Installing The Glass Shades and Light Bulbs

☐ 1. To install the glass shade, squeeze the retaining clips towards the bulb socket and slide on the glass shade (Figure 13). The spring clips will seat the shade and secure it in place.

☐ 2. Install a 13W E26 medium base bulb CFL in each of the light fitter sockets.

⚠ WARNING

To avoid possible fire or shock, do not pinch wires between the hanger ball/downrod assembly and hanger bracket.

☐ 3. To remove the shade, first remove the light bulb from the socket, then simply pull the shade off using a twisting motion.

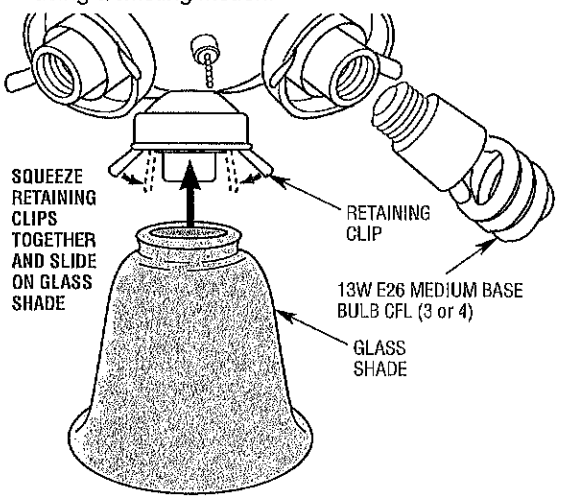


Figure 13

Removal Of The Light Fixture

NOTE: In some instances it may be desirable to install the ceiling fan without the light fixture. If this is the case, proceed as follows. (You may want to keep the light fixture for possible future use.)

☐ 1. Remove and retain the three screws securing the light fixture to the switch housing (Fixture 14). Remove and retain two wire connectors and disconnect the light fixture from the switch housing.

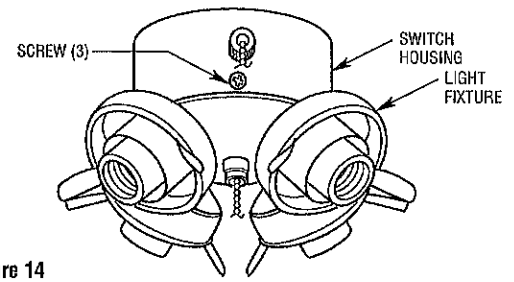


Figure 14

☐ 2. Use the wire connectors to securely cap the each of the two wires in the switch housing (Figure 15).

☐ 3. Position the switch housing cover (supplied) on the switch housing so that the notch in the cover clears the reversing switch. Install the three screws to secure the cover.

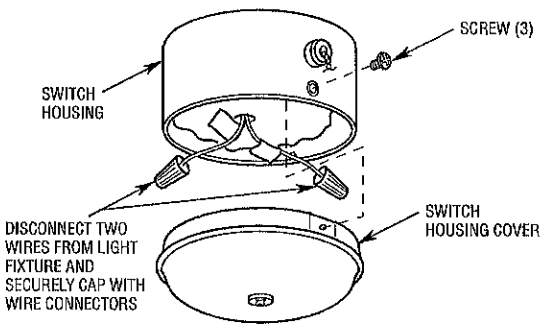
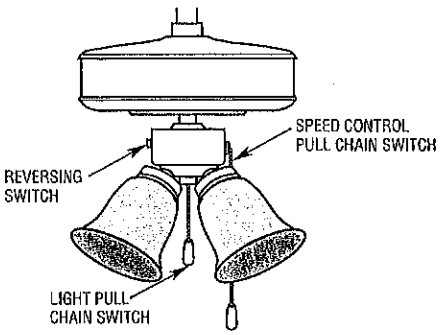

SCREW (3)
SWITCH HOUSING
DISCONNECT TWO WIRES FROM LIGHT FIXTURE AND SECURELY CAP WITH WIRE CONNECTORS
SWITCH HOUSING COVER

Figure 15

Using Your Ceiling Fan



☐ **1.** Restore electrical power to the outlet box by turning the electricity on at the main fuse box.

☐ **2.** Check the operation of the light by gently pulling on the light switch pull chain.

☐ **3.** Check the operation of the fan by gently pulling on the speed control switch pull chain. The operation sequence is as follows:

1st pull - High	3rd pull - Low
2nd pull - Medium	4th pull - OFF

☐ **4.** Your fan is shipped from the factory with the reversing switch positioned to circulate air downward. If airflow is desired in opposite direction, turn the fan off and wait for the blades to stop turning, then slide the reversing switch to the opposite position, and turn the fan on again. The fan blades will turn in the opposite direction and reverse the airflow.